

# Deborah E. Roberts

Education	St. Francis de Sales High School
Trainings	Continuing education workshops specific to grants management, accounting practices, and reporting requirements; software (Fundware and Financial Edge) training; and grants/RFP standards.
Professional Experience	<p><b>Financial Specialist/Accounts Receivable: Finance Department</b> <i>2003 – Present      Catholic Social Services, Inc      Columbus, Ohio</i></p> <ul style="list-style-type: none"><li>• Manages accounts receivable functions including: verifying accounts receivable information for customer billing and donor contributions.</li><li>• Monitors accounts receivable to verify recording of payments; issuing credit memos, as necessary; voiding or reissuing invoices; and recording contributions, revenues, or deferred revenues.</li><li>• Analyzes accounts to verify that expenses were correctly identified and coded; creates journal entries to correct coding errors, as necessary.</li><li>• Maintains a thorough knowledge of all grants in order to consistently apply the reimbursement standards outline in all agency grant agreements.</li><li>• Generates monthly, quarterly, semi-annual, and annual invoices in a timely fashion to meet funder requirements.</li><li>• Maintains detailed grants management files.</li><li>• Prepares program-specific finance reports for agency programs.</li><li>• Validates and compiles information needed for the annual preparation of the Schedule of Federal Awards report (OMB-133).</li></ul>
	<p><b>Grants Manager/Contract Specialist: Finance Department</b> <i>1992 - 2003      Catholic Social Services, Inc      Columbus Ohio</i></p> <ul style="list-style-type: none"><li>• Maintained a thorough knowledge of all grants in order to consistently apply the reimbursement standards outline in all agency grant agreements.</li><li>• Created a funding matrix to simplify monitoring of active agency grants.</li><li>• Maintained detailed grants management files.</li><li>• Generated monthly, quarterly, semi-annual, and annual invoices in a timely fashion to meet funder requirements.</li><li>• Validated and compiled information needed for the annual preparation of the Schedule of Federal Awards report (OMB-133).</li><li>• Compiled documentation of expenses and units of service for payment of services performed by the agency that complied with the reporting requirements of individual funders.</li><li>• Generated individual (private pay) client statements and monitored payments received.</li><li>• Prepared program-specific finance reports for agency program directors.</li><li>• Analyzed accounts to verify that expenses were correctly identified and coded; created journal entries to correct coding errors, as necessary.</li><li>• Prepared bi-weekly money deposit receipts for agency courier and managed the agency petty cash accounts.</li></ul>
	<p><b>Fiscal Assistant: Finance Department</b> <i>1987 - 1992      Catholic Social Services, Inc      Columbus, OH</i></p> <ul style="list-style-type: none"><li>• Provided administrative support to the CSS Vice President of Finance.</li><li>• Assumed responsibility for the agency's Title XX (entitlement) billing process.</li><li>• Prepared and distributed annual audit letters to funders.</li><li>• Supported numerous annual audits by preparing records for review as each audit was scheduled.</li></ul>
	<p><b>Administrative Assistant: Migration and Refugee Resettlement Services</b></p>
References	Available upon request

## **Deborah E. Roberts**

1980 – 1987

*Catholic Social Services, Inc*

*Columbus, OH*

- Coordinated general administrative support activities for an office of 16 that responded to needs of immigrant and refugee populations.
- Effectively communicated with clients with limited English language skills in order to direct clients to appropriate resources.
- Developed filing systems to efficiently manage the detailed client information requirements of the INS (Immigration/Naturalization Services).